



Lycée Français Denis Diderot Année scolaire 2021-2022

Compte Rendu **CONSEIL D'ADMINISTRATION**

JEUDI 23 SEPTEMBRE 2021

Compte rendu rédigé le 27 septembre 2021

NAME PARTICIPANTS	FONCTION	Prés.	Exc.	Abs
Aline KUSTER-MENAGER	Ambassadrice de France		X	
Cyril GERARDON	Conseiller de coopération d'action culturelle (COCAC)	X		
Jean-Baka DOMELEVO ENTFELLNER	Conseiller des Français de l'Etranger	X		
Bruno MARIS	Proviseur	X		
Frédéric ROURE	Directeur administratif et financier (entrant)	X		
Sandrine PICOT	Directeur administratif et financier (sortante)	X		
Claire KARADI	Directrice du primaire	X		
Gwenaëlle BEAUCHEMIN	Représentante du personnel enseignant du primaire	X		
David DOLEDEC	Président CG	X		
Laurent STREEL	Trésorier CG	X		
Ghiorghis BELAI	Vice-Président	X		
Furaha BISHOTA	Vice-Trésorière		X	
Wambui KAMUIRU	Vice-secrétaire			X
Bernadette NGANKAM	Membre du CG en charge de la Cantine et de l'hygiène	X		
Omar ZARAI	Membre du CG	X		
Mildred PITA	Membre du CG	X		
Vanessa ADAMS	Membre du CG	X		
Marie-Noëlle SENYANA-M	Chargée de mission auprès de l'APE	X		
Invité / Autres participants :	Diffusion : tous les membres de l'association des parents d'élève via le site internet			

Next CA: October 2021/ to be determined

Annexes : slides présentation CA

VOTES

- Management Committee validates CA's report of June 17, 2021 by 7 votes in favor.
- Management Committee validates re-opening of Extra-curriculum Sports "AES" by 7 votes in favor
- Management Committee validates re-opening of "Amicale Sportive", after-school sport for adults by 7 votes in favor
- Management Committee validates trial period for 5 newly hired staff by 7 votes in favor
- Management Committee validates recommendation of HR commission to refuse payment of overtime hours that are out of procedures for 1 staff by 5 votes in favor and 1 abstention

- Management Committee validates revaluation of Speech Therapy fees by 7 votes in favor but voting on removal of gratuity principle of speech therapy session for scholarship students (boursiers) is postponed to next Board Meeting

ORDRE DU JOUR

- Introduction of participants (quorum CG)
- Message from French Embassy
- Updates on Back to School
- Updates on transition APE-CLG
- Financial situation
- Human Resources
- Internal scholarship
- Maintenance
- Changes of AEFE email
- Votes
- General Assembly September 25
- Questions / Answers
-

INTRODUCTION

Quorum is reached –

President of Management Committee informs of resignation of one member: Furaha BISHOTA

Approbation of last CA's minutes

Embassy's Words

Mr Cyril GERARDON welcomes the new school direction Mr Bruno MARIS, principal, Mrs Claire KARADI, Mr Frederic ROURE DAF and extend his thanks to Mrs Sandrine PICOT, outgoing DAF, for her outstanding work as interim DAF. He highlights the continuous AEFE' support to the school, through multiple grants as well as through the funding of one expatriate DAF. From the French Embassy's perspective, the key priorities for this next school year will be for LFDD to opening up to the outside world through: - enhancing external communication on school's projects, - improving marketing of the school targeting UN employees (as from January 2022 all UN employees will be requested to come back working from Nairobi) and - re-establishing a dialogue with French companies present in Kenya for them to support among other the revamping of infrastructure.

The COCAC will also facilitate the school to reconnect with KAIS by introducing the new team to the KAIS Executive Secretary. He ended his speech by extending his warm thanks and the ones of Mrs the Ambassador for the accomplishments of the current outgoing board and DAF as it is from them their last CA

1. Presentation:

Comments from COCAC:

- on the transfer APE-CLG, will be important to keep APE, as an association governed by the Law 1901, as the link with AEFE.
- on the school incomes, highlight in the AGE presentation the support of French Embassy in Kenya through a very low renting of the land asked to the LFDD

Comments from CG members Omar – Vanessa on Financial situation:

- **On payment of school fees:** as other schools, LFDD could ask for payment of whole amount of school fees before end of August
- **On unpaid school fees:** - LFDD to adjust the calendar of tuition recovery: e.g.: for unpaid of 1st quarter to send reminder before holidays, and inform of exclusion of students from the 1st day of school after the holidays? same for other terms

- LFDD to include information on late payment fees and exclusion of students on the invoices as well as in the communication to parents and continue to implement these measures while being open to dialogue on payment by installments, including monthly payments

RECOMMENDATION TO FINANCE COMMISSION: Make a recommendation on adjustment of school fees payment calendar and communication to parents about unpaid school fees

2. AES / Amicale Sportive / Day care service as Income generating activities:

- 2.1. DAF presents re-opening of AES from:** externalize the extra curriculum activities for students – all costs including 10% margin for LFDD administrative costs to be covered by parents / guarantee that activities are given by professionals/ Cost: Ksh 21,000 per child/year for sports and Ksh 30,000 per child/year for music

Comment from Staff Rep: Include other sport activities like yoga classes and/or board games

RECOMMENDATION TO ADMINISTRATION: Ensure a clear communication is sent by Executive Assistant to all parents before school holidays to ensure start of AES after school holidays, from November 15

2.2 DAF presents re-opening of Amicale Sportive: sport for adults/ max 20 people indoor / from 17h45 to 20h00 during weekdays only (week-end, public holidays and school holidays excluded) / Badge given to registered participants / parking at Yaya Center, not in LFDD / 3 different fees: staff/ parents/ parent's friends external to LFDD / Fees includes all costs: water, electricity, badges, wear and tear of building

RECOMMENDATION TO ADMINISTRATION:

- Ensure a clear communication is sent by Task Officer-Executive Assistant to all parents before school holidays to ensure start of Amicale sportive as soon as possible
- Develop a waiver to be signed by participants in case of any damage caused by them

Comment from Conseiller Consulaire: incomes to be directly allocated to refecton of sports hall

2.3 DISCUSSION ON POSSIBLE CREATION OF PAID DAY CARE SERVICE FOR FAMILIES HAVING MORE THAN ONE CHILDREN:

- **Task Officer to elaborate quick survey to administrate to all parents to evaluate interest**

3. Sanitary Protocol :

Discussion aiming at revising existing sanitary protocol, based on existing Kenyan protocol, KAIS protocol and CHSCT voted protocol.

RECOMMENDATION: Task officer to call for a Hygien/Canteen commission with newly elected board members, next week if convenient for new board and ensure that:

- **Clear algorithm is developed**
- **Check protocol in use by other KAIS schools**
- **Recommend sanitary protocol to be implemented for AES and Amicale sportive**

Based on these recommendations, propose a revised sanitary protocol to be approved in CE (Conseil d'établissement)

4. Human Resources:

- **Validation of trial period for 5 staff newly hired, based on recommendation notes sent by respective supervisors**

Comment from Staff Rep.: A number of staffs is not very clear about what they can expect from the HR officer in terms of Work Permit, Dependence Pass, Health Insurance / Some do not know HR Officer

RECOMMENDATIONS:

- **Principal to organize a meeting with staff rep, DAF, HR to clarify tasks to be done by HR, based on job description**
- **DAF to organize switch of offices between HR and Manager of Health Department to ease communication with HR**

Individual cases:

- **Overtime claim from one staff:** Recommendation from HR Commission not to pay overtime hours out of procedures accepted by CA
- **Individual case:** A teacher sent to school's administration a medical recommendation to avoid strenuous efforts after her extensive surgery operation and therefore to re-start online teaching and not coming in person.
RECOMMENDATION: As school reopened in person teaching for all, ask this teacher to provide HR with a sick leave and be replaced if she cannot come back to school in person / Task officer to double check recommendation from our lawyers

Revaluation of Speech Therapy fees and removal of gratuity principle of speech therapy session for scholarship students (boursiers)

- Revaluation of fees accepted
- Principle of gratuity for scholarships students refused: first verify real financial impact for the school before to remove this principle in order to ensure that parents will not remove their children in needs because they cannot afford new rates
- Inform parents having French Health Insurance that they may be reimbursed partially or in totality

5. Internal Scholarship

- For non-french staff and for French staff receiving partial or no AEFÉ scholarship
- Campaign to be launched in October

6. Pool of primary teachers and English teachers for replacement: Principle to constitute a pool is accepted and modalities to be addressed in the next HR commission

7. General Assembly on Sept 25 and election of new board members and controllers

Task Officer to organize first meeting with newly elected members, outgoing members and school Direction on Tuesday Sept 28 from 8-10 am

Task Officer to start process of transfer of authority, signatures for bank accounts, transfer of emails, and return of badges

8. **AEFE E-mails changes:** all current AEFE email address will be changed into nominal address and to be put in MAGE / Archive of old emails to be done

VOTES : see p1-2 of these minutes

Reminder on General Assembly: MN will send reminder to all parents who are in order with payment (list given by Lilian) with a link that goes to their calendar.

Meeting ended at : 05.00 pm

ANNEX

POWERPOINT PRESENTATION



CA 23.09.2021
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